

# Building Regulations

## Full Plans application

### Notice of intended building operations

For office use

Plan no.

Receipt no.

Plan charge

VAT

Inspection charge

VAT

**PLAN CHARGE PAYABLE ON SUBMISSION OF APPLICATION** – To enable us to process your application, please ensure that all the information required below is provided in full, including your Postcode and a Location Plan (to a scale of 1: 1250)

#### Applicants details (i.e. building owner) APPLICANT IS RESPONSIBLE FOR INSPECTION CHARGE ACCOUNT

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Agents details (if applicable)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Location of building to which the work relates

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Description of proposed work

#### Use of building

1) If new building or extension state proposed use:

2) If existing building, please state present use:

#### Conditions (see note 3)

Do you consent to the plans being passed subject to conditions where appropriate?

YES / NO

#### Charges (see note 2)

1) If Table A work, please state floor area of dwellings:

2) If Table B work, please state floor area if constructing an extension (m<sup>2</sup>):

3) If Table C work, in the case of alterations, please supply a written estimated cost of the works, exc.. VAT:

4) If Table D work, please state floor area of extension (m<sup>2</sup>):

5) If Table E work, in the case of alterations, please supply a written estimated cost of the works, excl. VAT:

#### Additional details

a) Reference no. of previous application for which fees have been paid:

b) Planning Ref. Number (if applicable):

c) Do you agree to an extension of time if required (see note 5)?

YES / NO

d) Proposed ownership (new housing only):

Private Enterprise / Housing Association

e) Does the Agent require a copy of the Completion Certificate?

YES / NO

#### Drainage - Details of building over public sewer (if applicable) S. 18 Building Act 1984

Mode of: a) Foul drainage

b) Surface water drainage

c) Water supply

#### Statement:

This notice is given in relation to the Building work as described, and is submitted in accordance with Regulation 12(2)(b) of the Building Regulations 2010 and is accompanied by the appropriate charge.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Wendy Perera MRTPI Head of Place  
J Lutas Dip.Surv. MRICS Building Control Manager

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Seaclose, Fairlee Road, Newport, Isle of Wight, PO30 2QS  
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## Domestic electrical installations (see note 4)

<p>a) I confirm that electrical works will be carried out by an electrician who has registered on a government approved competent person scheme (see note 4) and is able to self-certify that works comply with all relevant requirements of the Building Regulations.</p> <p>If YES, no further details are required, but on completion we will require confirmation of works carried out and registration details from the electrical contractor.</p>	<p><b>YES / NO</b></p>
<p>b) I confirm that the electrical works will be carried out by a competent electrician qualified to complete BS7671 installation certificates, who will test the works and issue a design, installation and test certificate under BS 7671, and I enclose the Building Control charge (see current scale of charges).</p>	<p><b>YES / NO</b></p>
<p>c) The electrical works will be carried out by a person not qualified to complete BS7671 certificates and I wish the Isle of Wight Council to make arrangements for inspection and testing and enclose the Building Control charge (see current scale of charges).</p>	<p><b>YES / NO</b></p>

### Guidance notes:

- 1 One copy of this notice should be completed and submitted with plans and particulars in duplicate in accordance with the provisions of Building Regulation 14 of the Building Regulations 2010.
- 2 Subject to certain exceptions a Full Plans submission attracts a charge payable in two stages. The first charge (Plan Charge) must accompany the deposit of plans and the second charge (Inspection Charge) is payable after the first site inspection.  
  
The appropriate charge is dependant upon the type of work proposed in accordance with the Building (Local Authority Charges) Regulations 2010 – please refer to our ‘Current Scale of Charges’.
- 3 Section 16 of the Building Act 1984 provides for the passing of plans subject to conditions. The conditions may specify modifications to the plans and / or that further plans shall be deposited.
- 4 Please refer to our ‘Electrical Safety’ guidance sheet for information concerning ‘competent persons’.
- 5 We are required to make a decision on an application within 5 weeks of the application being submitted, or 2 months with your agreement. In order to allow sufficient time for you to submit amended details (if required) it is strongly recommended that you agree to an extension of time by circling YES on the application form.
- 6 Persons proposing to carry out, building work or make material change of use of a building are reminded that Planning Permission may also be required (contact Development Control 01983 823552).
- 7 This Full Plans Notice shall cease to have effect from three years after it is given to the local authority unless the work has been commenced before the expiry of that period.

This publication is also available on audio tape, in large print, and in Braille.  
For further details please contact the Isle of Wight Council on 823580.